



NON-DEPOSITORY FINANCIAL INSTITUTIONS DIVISION DEPARTMENT OF BANKING AND FINANCE

REGISTRATION OF D/B/A NAME PURSUANT TO SECTION 7-1-1006 (d) OF THE OFFICIAL CODE OF GEORGIA ANNOTATED

INFORMATION AND INSTRUCTIONS

Pursuant to Section 7-1-1006 (d) of the Official Code of Georgia, trade names or "doing business as" (d/b/a) names, including Internet domain names used by licensees, if different from the license name, must be approved by the Department.

Trade/domain names should be registered with the Superior Court Clerk in the Georgia county or counties where or from which business is conducted. If there is no Georgia business location, d/b/a names should be registered with the appropriate authority in the licensee's home state. The recorded registration document(s), as well as surety bond or bond rider or endorsement should be sent to the Department. After the appropriate documents are received, the requested d/b/a name(s) will be reviewed for duplications and, if approvable, will be added to the licensee's Department record and displayed on the Department's web site.

A web site name used by a licensee's loan officer which incorporates the loan officer's name into the web address/URL and CLEARLY indicates that the loan officer is an employee of the licensee does not have to be registered with the courts as noted above, but **MUST** be registered with the Department as a d/b/a name for the licensee's Department records. Failure to register loan officer web sites which utilize the name of the officer with the Department may result in advertising fines. Additionally, loan officer web sites must comply with applicable advertising law and rules.

Note, however, if a company desires to use a trade name other than the name in which the license is issued, it should be aware that the terms "Corporation," "Corp." or "Inc." should only be used for an entity which is actually incorporated. If this d/b/a is actually a separately incorporated company, i.e. a legal entity "person" for purposes of the Georgia Residential Mortgage Act, then the name of the separate legal entity cannot be used as a d/b/a name.

To complete this process, please complete the attached **APPROVAL FOR USE AND REGISTRATION OF D/B/A NAME** form attached, along with the required registration and any bond rider as noted above in these instructions. If additional sheets are required to register multiple names, please attach the sheet to the registration form.

DO NOT fax in this application.

It must be mailed with originals of the bond or bond rider.

Please send this information to:

**Georgia Department of Banking and Finance
Non-Depository Financial Institutions Division
2990 Brandywine Road, Suite 200
Atlanta, GA 30341
770/986-1136**



**APPROVAL FOR USE AND REGISTRATION OF D/B/A NAME
PURSUANT TO SECTION 7-1-1006 (d)
OF THE OFFICIAL CODE OF GEORGIA ANNOTATED**

Mr. Larry E. Shelley
Department of Banking and Finance
Mortgage Division
2990 Brandywine Rd., Suite 200
Atlanta, Georgia 30341-5565

The undersigned,

Name of Licensee

License #

Main Office Address of Applicant (Address, **COUNTY**, City, State, Zip)

hereby applies to the Georgia Department of Banking and Finance pursuant to Section 7-1-1006 of the Official Code of Georgia Annotated for permission to use the following registered "doing business as (d/b/a) name".

d/b/a name as registered with Clerk of the Superior Court (or other authority - out-of-state licensees)

Items as required:

Copy of Approval from Registration Authority

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Bond or Bond Rider

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AUTHORIZATION

I hereby certify that the foregoing information is true and correct to the best of my knowledge and belief and that said information is submitted by me to the Department of Banking and Finance for the purpose of compliance with OCGA 7-1-1006(d).

Date: _____

Licensee Signature in Full

Print Full Name

Title